

Instructions for Authors Regarding Preparation of Manuscripts

FULL PAPER AND SUMMARY

Format Text should be typed on word processor MS WORD in single line spacing (of 12 character spaces) using Times New Roman 12, text justified. Paper size: A4 (210mm x 297 mm), with clear margins as follows: top, left and right 25mm, bottom 38mm and footer 20mm.

Title Normal text starting with words with a capital letter, use font Times New Roman 14 (centred), bold, leave one line empty (14) after the title:

Land Administration and GNSS in Vietnam

Name(s) of the author(s)

Times New Roman 12 (centred, bold), please write your full and your surname or the name, you wish to be listed by in the programme, in capital letters (e.g. VO Dang Hung or Juan Pereira GARCIA MARGUEZ), and country. Leave two lines empty (12) after the name.

**VO Dang Hung, Vietnam
or Juan Pereira GARCIA MARGUEZ, Mexico**

Key words Four or five key words on paper theme (Times New Roman 12, ranged left), leave two lines empty (12) after keywords.

Key words: GNSS, land administration, Vietnam.

Summary Times New Roman 12, justified. Summary shall be submitted in English and in one other language (optional) e.g. French, Vietnamese or your own language. The summary shall not exceed one page.

SUMMARY

This is a summary on the paper on land administration and GNSS. This explains the latest developments in these issues in Vietnam.

The full paper starts from a new page with the paper title and author's name(s).

Headings Times New Roman 12, bold, capital letters, ranged left:

1. INTRODUCTION

For subtitles see the template.

Bullet Points

Only use "long dash" (–)

Sections and columns:

Do not use either.

Full paper It is preferred that the full paper should not exceed 15 pages including abstract, pictures, diagrams, references and appendices. The text should be delivered in MS WORD.

Line drawings, Diagrams and Graphs, Tables, Formulae and Photographs may be made in MS Word, Excel, PowerPoint or Corel. jpg-format is preferred.

References Bibliographical references should be listed in alphabetical order at the end of the paper. The following sequence and punctuation should be used: Author's last name, author's initials, year of publication, title of reference article, name of book or journal (or other), volume number, page numbers, city and publisher. In the text, the reference is to be giving the author's last name and the year of publication in parentheses.

Biographical notes

A short summary on career-to-date e.g. with details of past experience, publications, memberships of societies and associated achievements.

Contacts At the end of the paper please give the author's contacts (institution, address, telephone and fax numbers, e-mail address and web site address) as indicated in the template.

Publication rights

By submitting the full paper to the conference organisers each author agrees to give the International Federation of Surveyors FIG the right to publish his/her paper in the proceedings of the 7th FIG Regional Conference on CD-ROM and on the FIG web site and to publish the paper on the FIG web site without any compensation and further to give FIG the right to include the paper in the FIG Surveyors' Reference Library and further in the FIG Journal if selected for this purpose.

Publications

The **full paper** will be published on a CD-ROM, which will be distributed at the 7th FIG Regional Conference to all participants. In addition the papers will be posted on the FIG web site (www.fig.net) and included in the FIG Surveyors' Reference Library. Selection of papers may be published in the FIG online journal.

Deadlines for submitting abstracts, papers and registration are:

10 June 2009	Deadline for abstract submission
30 June 2009	Notification to authors
15 August 2009	Deadline for early (discounted) registration
15 August 2009	Deadline for submission of full papers
19-22 October 2009	Regional Conference

Registration

All speakers have to **register by 15 August 2009** through the conference web site: www.fig.net/vietnam.

The papers will be admitted for presentation in the technical programme only from those speakers that have registered in time. Papers submitted after the deadlines will also not be published in the conference proceedings.

Submission of papers

The paper shall be submitted in digital format to the FIG office by e-mail: fig@fig.net or on a disk observing the above guidelines and the templates attached, mailing address: FIG, Kalvebod Brygge 31 - 33, DK-1780 Copenhagen V, Denmark. For further information, please contact the Office, tel. + 45 3886 1081, fax + 45 3886 0252 or e-mail: markku.villikka@fig.net.

Presentation of papers at the 7th FIG Regional Conference in Hanoi, Vietnam

In all technical sessions there is the possibility to make a PowerPoint presentation. There will be PC and assisting personnel at the conference venue.

1 September 2009